

DRAFT

STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services

Re: Support Plans for
Foster Families

To: Area Administrators
DCFS/DDES/DHCF Bureau Directors
Child Placing Agencies
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Human Services Area Coordinators
DCFS/BRL Licensing Chiefs/Section Chiefs/Program Office Directors
Tribal Chairpersons/Human Services Facilitators

From: Burnie Bridge
Administrator, Division of Children and Family Services

As identified in the Program Enhancement Plan Action Step K.1.a.4), the Out-of-Home Care Committee has been assigned to “Develop a requirement for developing support plans for foster parents by numbered memo and later Ch. HFS 44.” The purpose of this memo is to highlight current statutory requirements for supportive services in a child’s permanency plan, provide direction about where information about support plans and services should be included in a permanency plan, and give examples of support services that may be included in the permanency plan. In addition, two examples of support plan documents are attached to this memo for agencies to use as a reference if considering the development or use of distinct, separate support plans with their foster families.

The requirement for supportive services for foster families currently exists in s. 48.38(4), Stats. which states that the permanency plan shall include:

- “(f) A description of the services to be provided to the child, the child’s family, and the child’s foster parent, the child’s treatment foster parent... to carry out the dispositional order, including services planned to accomplish the following:
1. Ensure proper care and treatment of the child and promote safety and stability in the placement.
 2. Meet the child’s physical, emotional, social, educational, and vocational needs.
 3. Improve the conditions of the parent’s home to facilitate the safe return of the child to his or her home, or, if appropriate, obtain an alternative permanent placement for the child.”

The Services section of the permanency plan is the most appropriate place to document supportive services to the foster parents. The goal of the Services section is to “Identify and describe services to be provided in the next six months to achieve the goal(s) of the Permanency Plan, including the name and address of the provider for each service, the recipient of the service, the concern(s) the service addresses and the desired outcome of the service.” While it is not specifically stated that information about services to foster parents must

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be documented in this section, a description of services to a child's foster family must be included in some form in the permanency plan as required by s. 48.38(4)(f), Stats.

Services provided to a foster parent to achieve the goals identified in s. 48.38(4)(f), Stats., may include respite care, mentoring with other foster families, formalized support programs, primary care team meetings, specialized training resources or additional localized support programs or services.

Agencies may want to develop specific support plan documents to assure that the agency and foster parents understand the provision of support services and the outcomes associated with those services. Two examples of support plan documents are attached to this memo for your reference. The first document, the Immediate Support Plan, is the last page of the Foster Family Assessment (CFS-2121). It includes the basic information required in the permanency plan. The second support plan, the Out-of-Home Care Support Plan developed by Lutheran Social Services First Choice for Children, includes more detail about the foster homes, the foster parents' strengths, preferences, and natural supports. If an agency has created or developed a separate support plan document with a foster family, that document can be attached to the permanency plan to meet the statutory requirement.

For more information about the [Program Enhancement Plan](#) and [Child and Family Services Review](#), please visit the Division of Children and Family Services' web site.

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MEMO WEB SITE:

cc: Adoption Resources of Wisconsin
BPP Adoption Contract Agencies
BPP Adoption Staff
BRL Licensing Staff
County Foster Care Coordinators
Foster Care and Adoption Resource Center
LSS – First Choice for Children Staff
Private Foster Care Agency Contacts
Wisconsin Foster and Adoptive Parent Association (WFAPA)

Attachments: Immediate Support Plan (from the Foster Family Assessment)
[Out-of-Home Care Support Plan \(CFS-2131\)](#)

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IMMEDIATE SUPPORT PLAN

DATE OF PLAN:

What condition(s) need remedying or strengthening? Describe how each condition is manifested.

What is the desired outcome? Relate outcome to condition(s) needing remedying or strengthening.

Actions To Be Taken Or Service(s) For Outcome Achievement	Frequency Of Service	Expected Completion Date
1.		
2.		
3.		
4.		

Responsibilities of All Parties: Family, Agency, Service Providers, Others

Outcome Achievement Indicators

Measurement(s) of change/successful increase of skills and abilities.

- 1.
- 2.
- 3.
- 4.

Plan Evaluation Date:

_____ Worker	_____ Foster Parent	_____ Foster Parent
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